

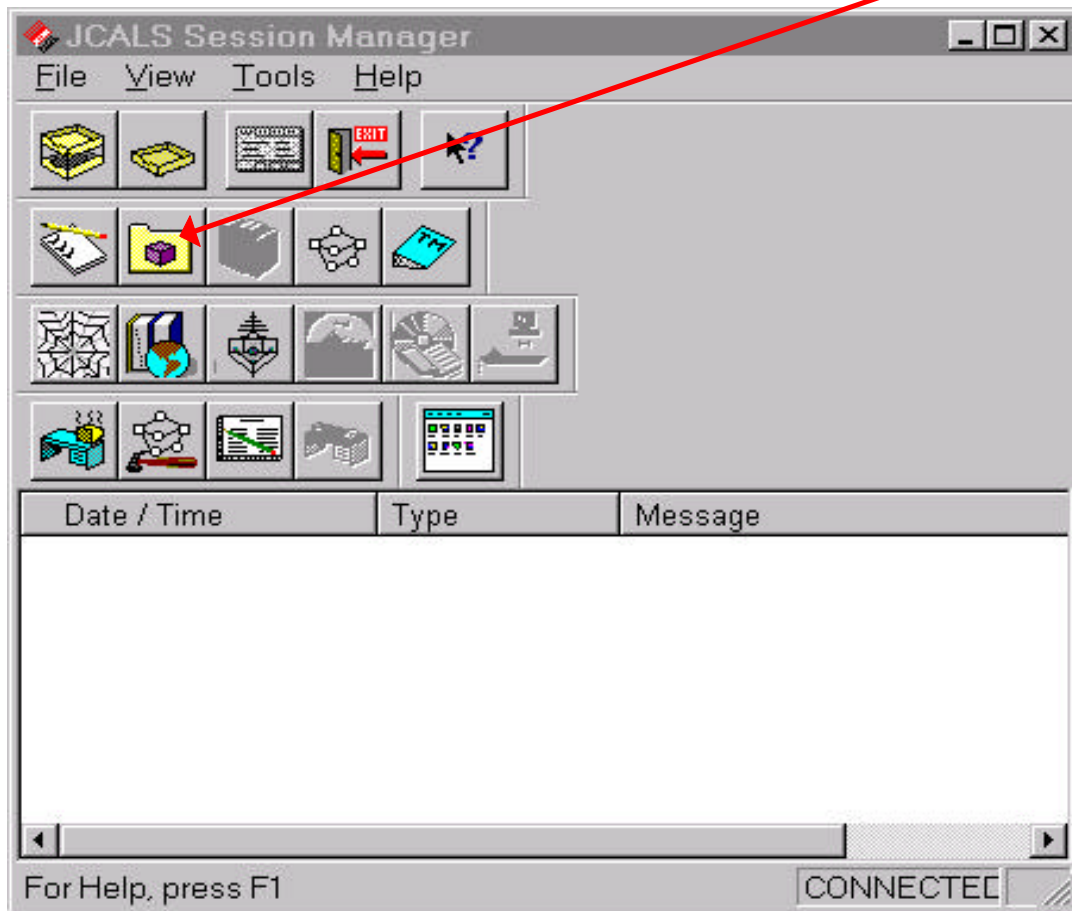
6.0 Workfolder Manager Icon

Step 1:

From the JCALS Session Manager
Single-Click on the



JCALs Workfolder Manager Icon.

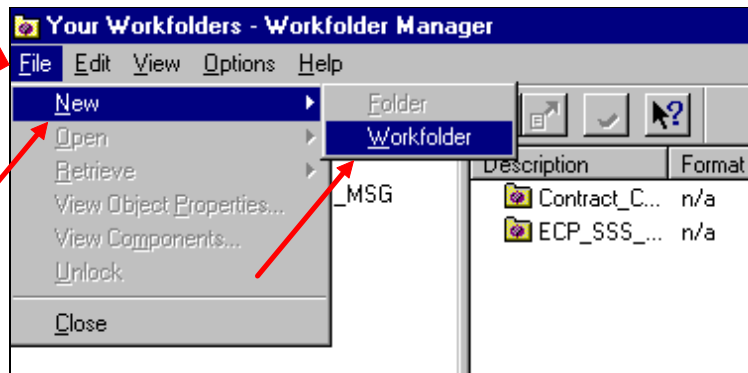


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6.0 Workfolder Manager - Create New Workfolder

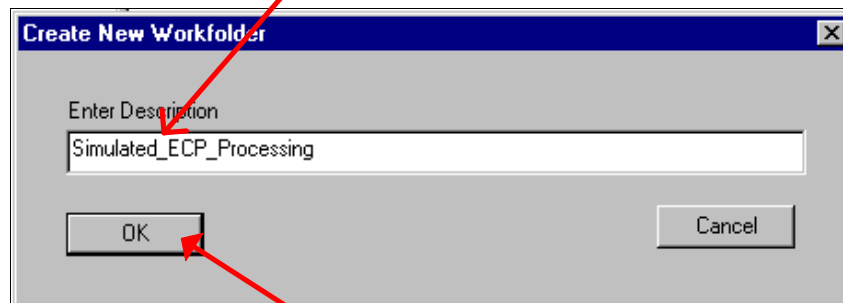
Step 1:

From the JCALS Workfolder Manager
Click on
File,
New,
Workfolder



Step 2:

Enter a name for your
“new” Workfolder,
in the Enter Description window.



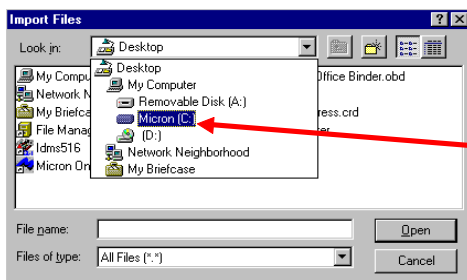
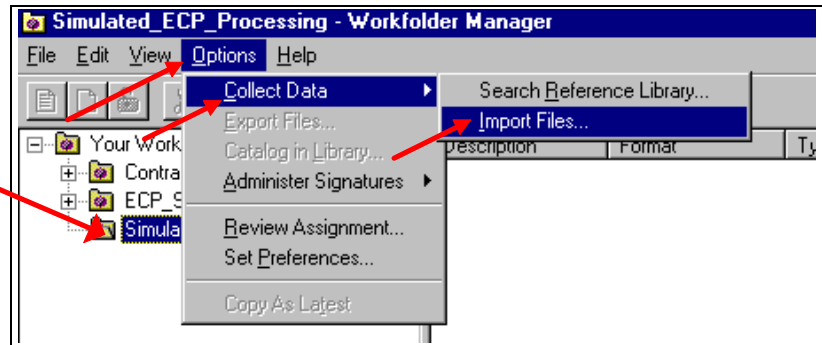
Step 3:

Click OK when finished.

6.0 Workfolder Manager - Add Document to Workfolder

Step 1:

From the JCALS Workfolder Manager, hi-light the Workfolder you plan to use displayed in the left window, then, Click on Options, Collect Data, Import Files . . .

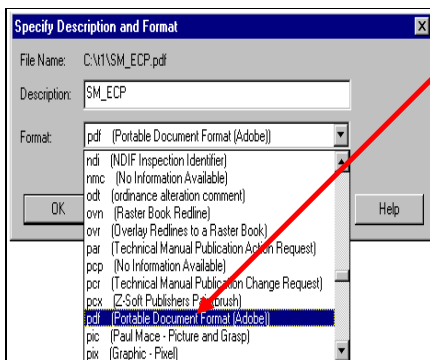
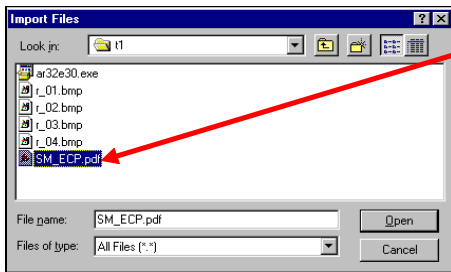


Step 2:

Browse and select via the appropriate PC Drive,

Directory, and the ECP file.

If needed . . . Specify the format of the Document. (pdf, doc, etc.)



Step 3:

When finished, you will be returned to the Workfolder Manager window.

Click . . . File, Close

when you have completed importing files to a workfolder.

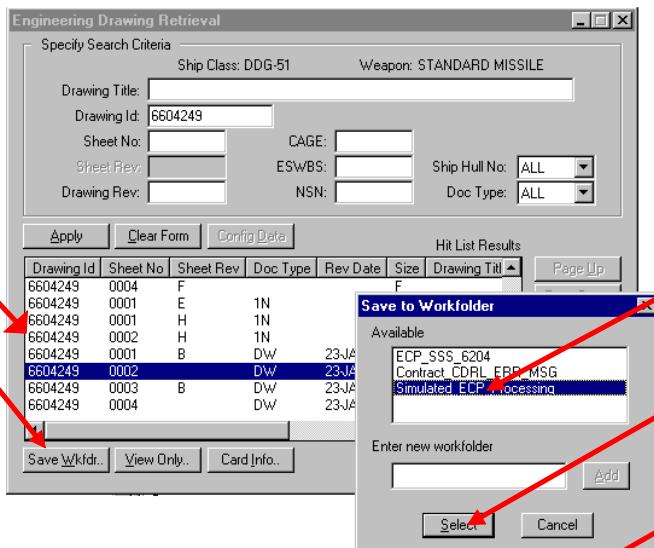
6.0 Workfolder Manager - Add Engineering Drawing to Workfolder

Step 1:

Following the steps in [Section 3.0 - Engineering Data Search](#) of this User Guide to get an Engineering Drawing.

Select the desired Drawing you want to put into the Workfolder.

Click [Save Wkfldr](#) Button



Step 2:

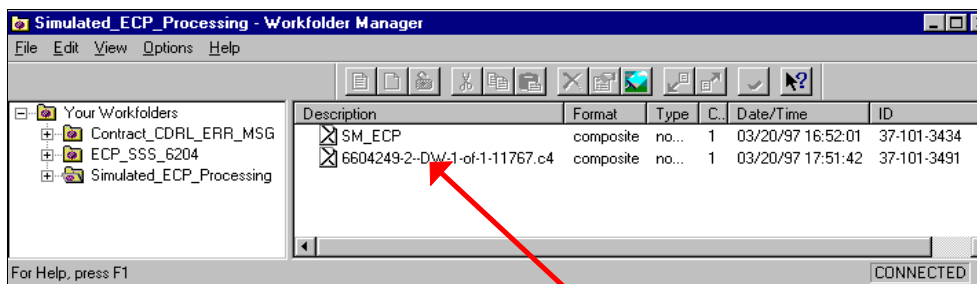
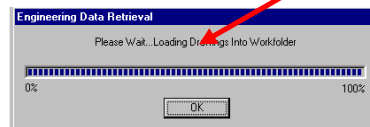
Select the **Workfolder** previously created for routing of the Document/ECP, and then

Click the **Select** Button to begin the process of adding the Drawing to the Workfolder.

As retrieval process takes place, this window will appear . . .

Note:

When finished, Close completely out of the Engineering Drawing Library.



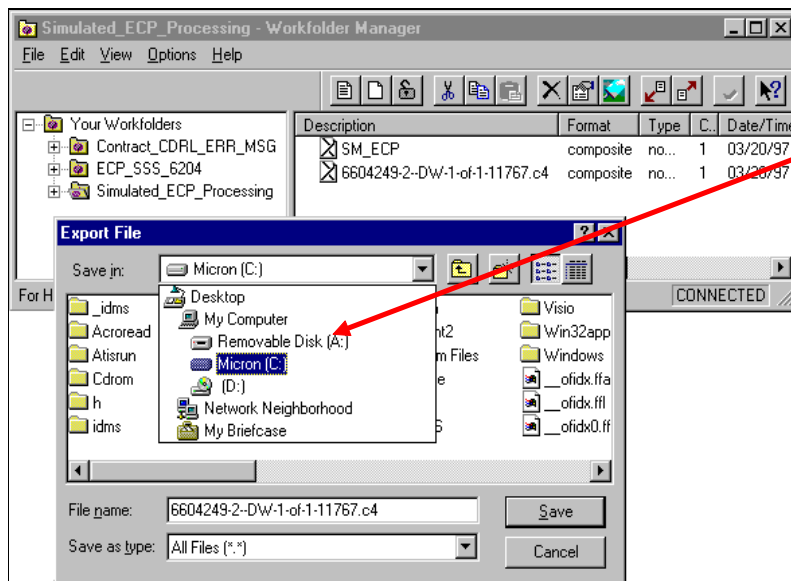
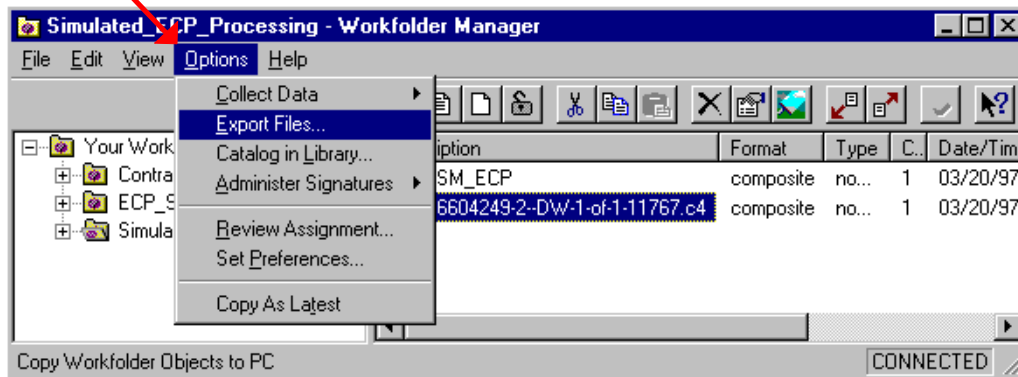
Step 3:

The Workfolder Manager displays the Drawing which was just retrieved.

6.0 Workfolder Manager - Exporting Documents from Workfolder to Local PC

Step 1:

From the JCALS Workflow Manager,
Hi-light the file you want transferred to your Local PC,
Click on
Options,
Export Files . . .



Step 2:

Select the
Drive and Directory
where you want to
store the file.

For alternate methods for initiating
the export of files from a Workfolder to
your Local PC . . .

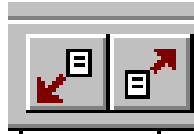
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6.0 Workfolder Manager - Alternate Methods of Exporting from Workfolder to Local PC

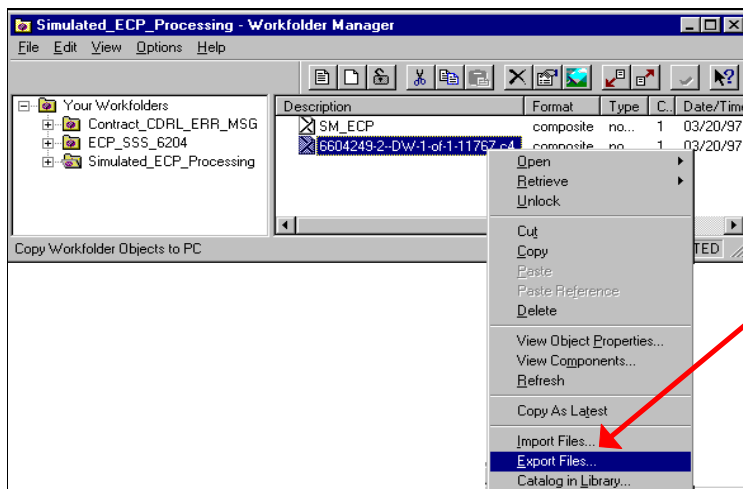
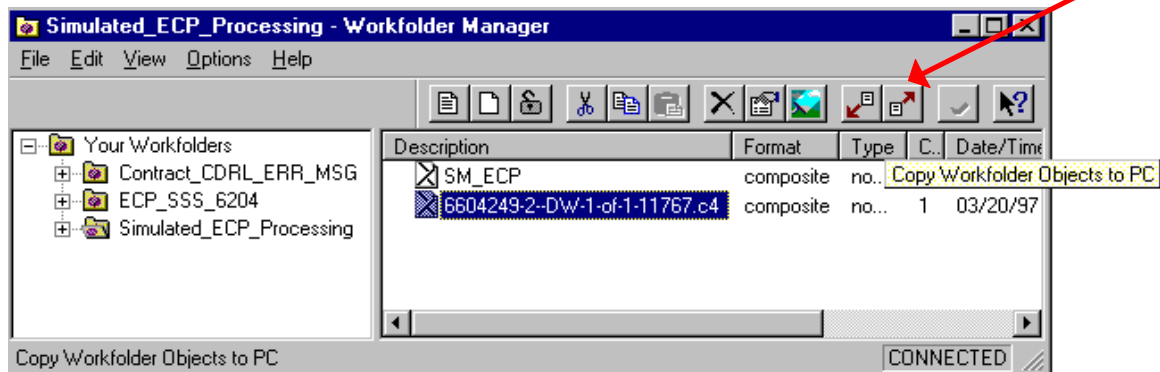
Option 1:

From the JCALS Workflow Manager Toolbar,

Click on either the Import Icon



Export Icon



Option 2:

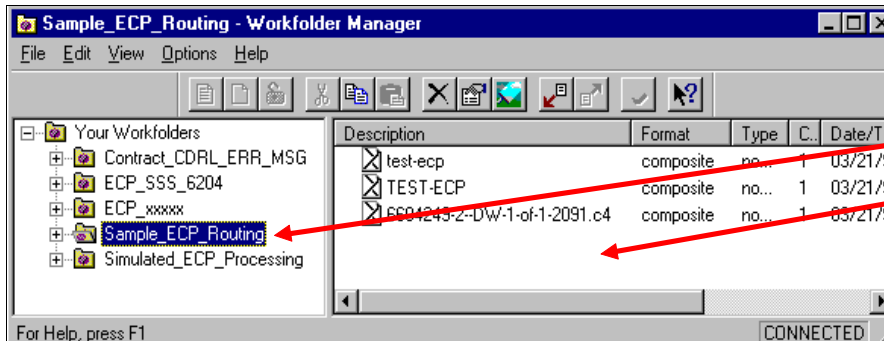
Hi-light the file to be transferred . . .

Position the cursor on the hi-lighted file,

Click the right mouse button.

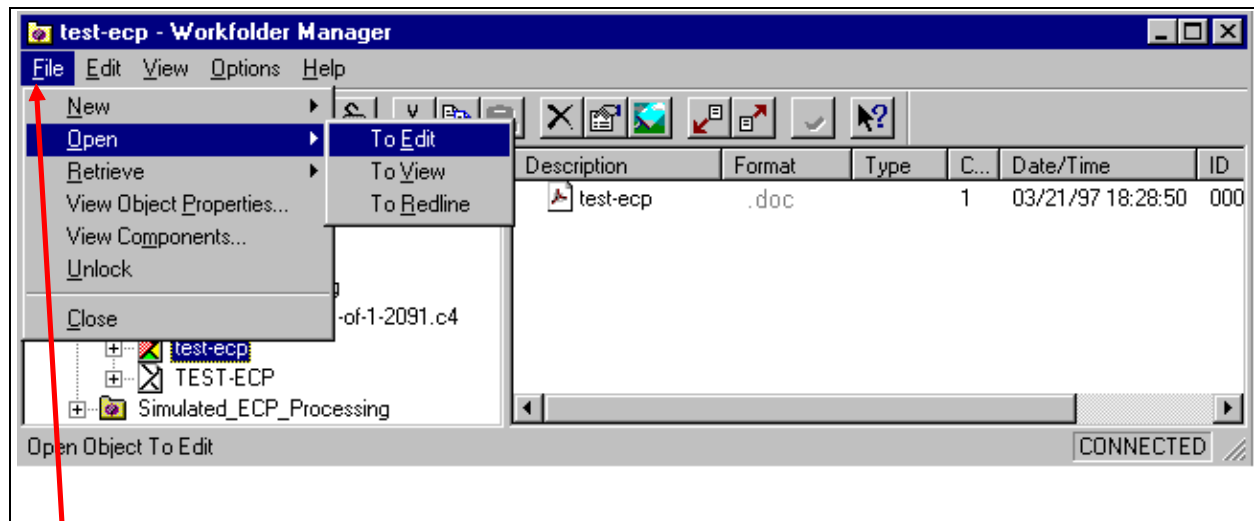
From the pull down menu select export to start the transfer process

6.0 Workfolder Manager - Document/ECP Review



The Workfolder Manager screen displays your Workfolder (in the left window) and Documents (in the right window)

Step 1:
Hi-light the Workfolder you want to open . . .



Step 2:
Hi-light the document of file (ECP, Drawing, etc.) you want to review.
In the Workfolder Manager's menu bar . . .
Click File,
Open,
To View,
to bring up the document to review.

Note:
The Document will open, for instances, if it is a MS Word document, MS Word will open, if you have that software on your PC.
Continue on next Page ⇒

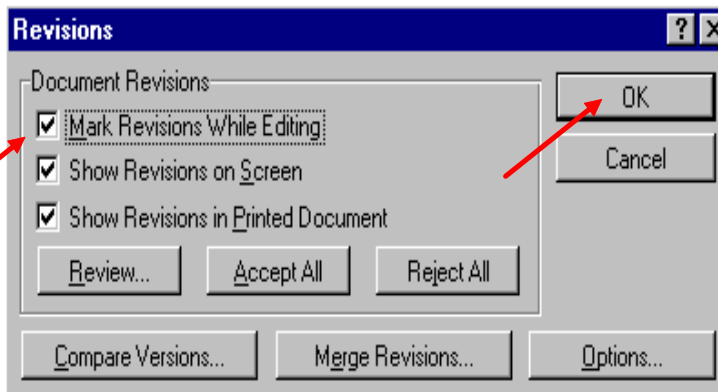
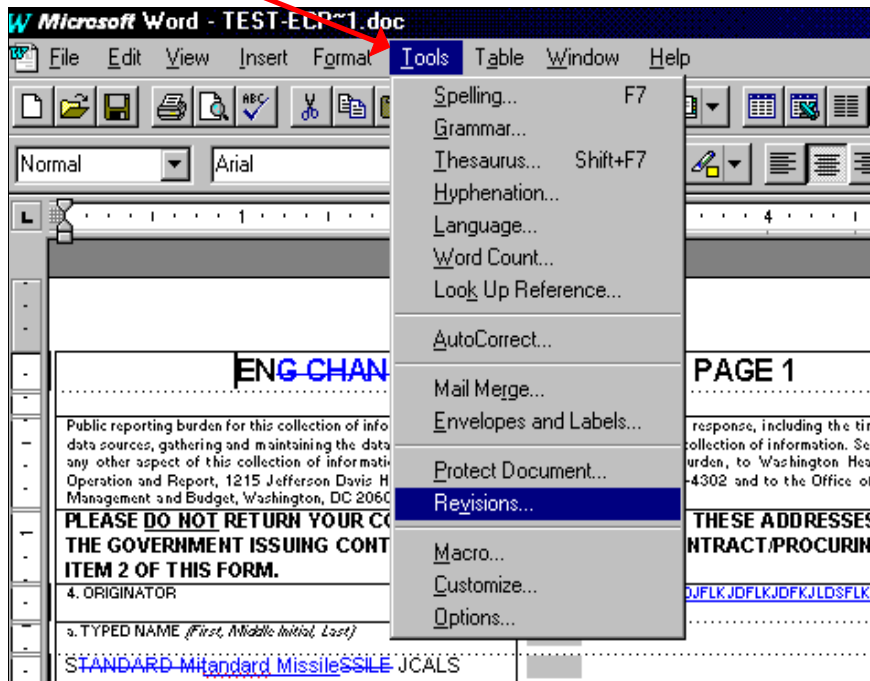
6.0 Workfolder Manager - Document/ECP Review

Step 3:

Since ECPs are being developed using MS WORD, the following is a brief description on using the "Revision" capability available in MS WORD.

Single-Click Tools . . . (in the Microsoft Word menu bar)

Single-Click Revisions . . . (from the drop-down menu)



Step 4:

In the Revisions window, Select Mark Revisions While Editing, Click OK.

To insert changes or comments on the actual ECP . . .

Hi-light the words to be edited, then type in the correct wording.

If there is not enough room in the block, make your comments at the end of the document, with appropriate references to the block being revised.

When finished reviewing the ECP, Click File, (in the Microsoft Word menu bar)
Save,
then File,
Exit.